

## **MPHD Emergency/Disaster Announcements**

A workplace emergency is an unforeseen situation that threatens MPHD employees and customers. Emergencies may be natural or manmade and include the following: fires, civil disturbance/workplace violence, tornadoes, medical, and radiological/chemical.

The MPHD is committed to providing as safe and productive work environment as possible. In order to support this effort the following emergency/disaster codes and warnings have been developed for use during a potential workplace emergency.

- Code Red – Fire
- Doctor Green – Civil Disturbance
- Code Black – Bomb Threat
- Tornado Announcement – Tornado Alert
- Code Purple – Radiological/Chemical
- Doctor Heart – Medical

### **Procedure for use of Emergency/Disaster Codes and Warnings:**

#### **Code Red – Fire**

Prior to pulling the fire alarm, “**Code Red and location of the reported fire**”, shall be announced two times over the Public Address System\* by an employee who is in the area of the reported fire. Employees will be made aware of this code and the purpose is to alert staff to avoid the area of potential danger during the evacuation process. This code system will be covered in the Area Safety Warden Training and utilized during announced and unannounced fire drills. This code will be incorporated into the MPHD Fire Plan and will be used in conjunction with the fire alarm.

#### **Code Black – Bomb Threat**

This code will serve to alert staff that the building is to be evacuated due to a bomb threat. The use of this code will be determined following a report to the Director of Security or his designee and/or the immediate supervisor of the person receiving the bomb threat. The Director of Security or his designee, along with an evacuation unit consisting of management personnel, will make a determination regarding the need to evacuate the building. If a building evacuation is ordered the following announcement will be made over the Public Address System\*. “**Code Black. Please evacuate the building immediately**” two times. Area Safety Wardens will be utilized to assist with the evacuation process.

## **Doctor Green – Civil Disturbance**

An employee who is witnessing a Civil Disturbance should immediately call the Director of Security or his designee. For an obvious police matter i.e. a weapon has been produced, **call 9-911 immediately**. If the Office of Security is not available, the employee will announce “**Doctor Green and location**” two times over the Public Address System\*. This will serve to alert authorized and trained personnel to respond to the incident. Employees will be aware of the code, but will be instructed to avoid the area. This code will be a complement to the Violence in the Workplace policy.

## **Tornado Alert**

The weather radios are monitored at Lentz out of the Director’s Office, and monitored by the clinic managers or their designee at the outlying sites. This warning shall be announced by designated staff over the Public Address System\* if a tornado alert is issued by the National Weather Service for this vicinity. The announcement will consist of “**We are having a tornado alert. Please go to the inner hallways or the enclosed stairwells, away from glass or windows at once**”. Employees will be made aware of this code and it will be incorporated into the Tornado Procedure. Employees in each area will be expected to advise their customers. Area Safety Wardens will be utilized to assist with this process.

## **Code Purple – Radiological/Chemical**

This code is to alert staff of a possible Radiological/Chemical incident that has occurred. **9-911 is to be called immediately**. Employees are instructed to assist our customers, remain calm and to close all windows. Maintenance staff are to shut off all air handlers. Employees are to remain inside the building in their work area until cleared by the Incident Commander or an evacuation is ordered. All announcements and instructions will be delivered via the Public Address System\*.

## Medical Emergency Paging Protocols

### Policy

A designated interdisciplinary team will be trained and assigned to respond to emergencies that occur on Metro Public Health Department property.

### Purpose

To provide first aid and emergency cardiac care, needed assistance, and/or direction to any individual that experiences an accident or emergency while on MPHD property.

### Procedure

The following equipment will be located in strategic places on each floor throughout MPHD buildings:

First Aid Response bag/Citizen Report of Accident/Injury  
Oxygen tank with mask and cannula  
AED  
Wheelchair

Actions	Rationale/Key Points
1. If victim is found to be unresponsive or experiencing a cardiac emergency, personnel present will dial 9-911, and designate someone to announce “Dr. Heart” and the location two times over the Public Address System*.	Early Advanced Care is warranted if a victim is unresponsive within a minimal response time.  Provide internal communication that will alert the internal response personnel that an emergency exist and response is required
2. Personnel with victim will begin initial assessment of patient as taught in American Heart Association CPR classes.	Depending on the circumstances time is critical and unresponsiveness must be determined.
3. Assigned personnel will respond to event bringing the equipment noted above.	Provide potentially needed personnel and equipment in minimal time.  Early defibrillation will be available if needed.

<b>Actions</b>	<b>Rationale/Key Points</b>
4. Response personnel will work with personnel present to assess degree of emergency and level of care required	Personnel present from onset of emergency will provide information regarding incident.
5. Personnel will provide First Aid or CPR following AHA guidelines and assist victim to additional care as is warranted based on situation.	MPHD personnel are trained to provide care based on AHA guidelines for both CPR and First Aid.
6. Responding personnel will assure that citizen accident/injury is completed or Inline of Duty injury or Illness report is completed if victim is MPHD employee.	Objective, specific, and timely documentation of any emergency that occurs on MPHD property is imperative.
7. Responding team will debrief with Clinical Competency Coordinator.	Objective, specific evaluation will be used to improve the process.

**\*Public Address System Access**

- Lentz – press 89 on phone keypad
- East Center – press Feature button then 630 on phone keypad
- Woodbine Center – press Feature button then 630 on phone keypad
- Homeless Services – press pager
- CSFP – press intercom button, then feature button and 60# on phone keypad
- SNAC – press feature button then 610 on phone keypad
- Animal Control – press Feature button then 621 on phone keypad